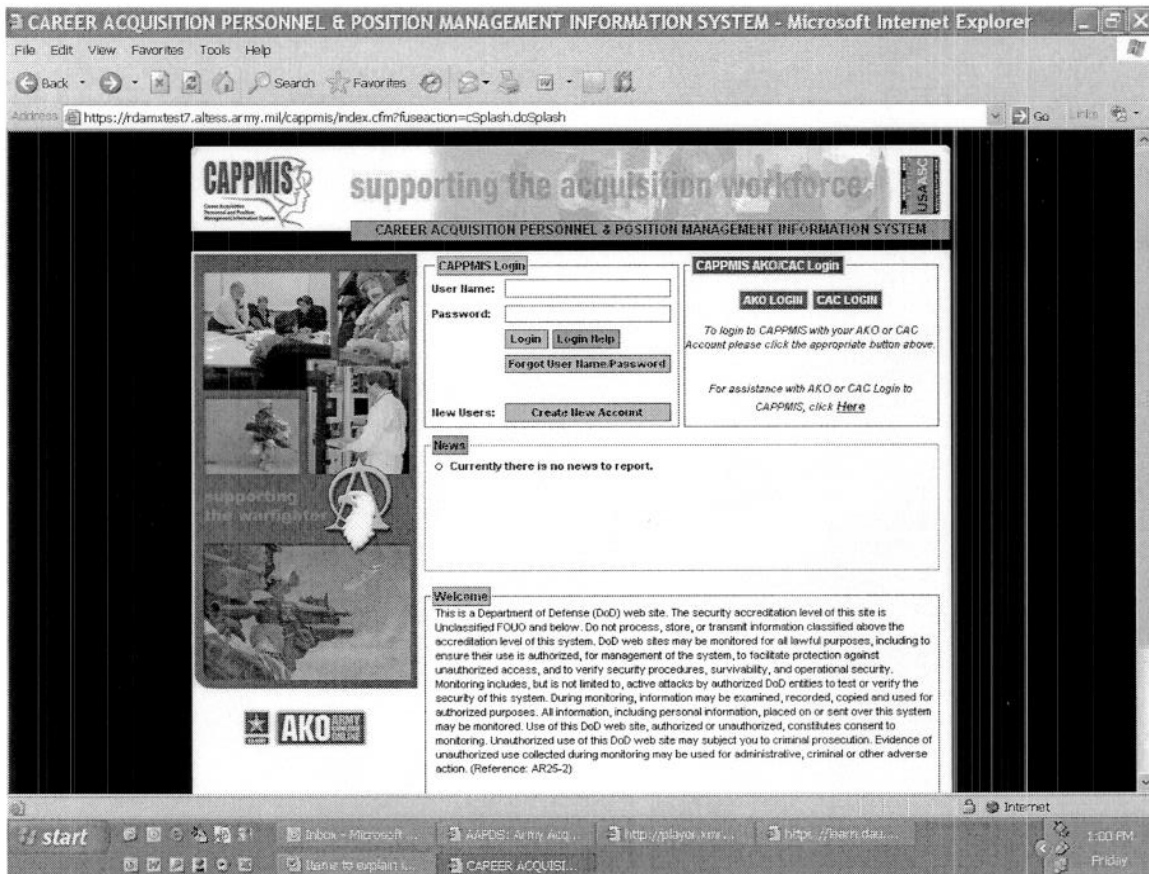


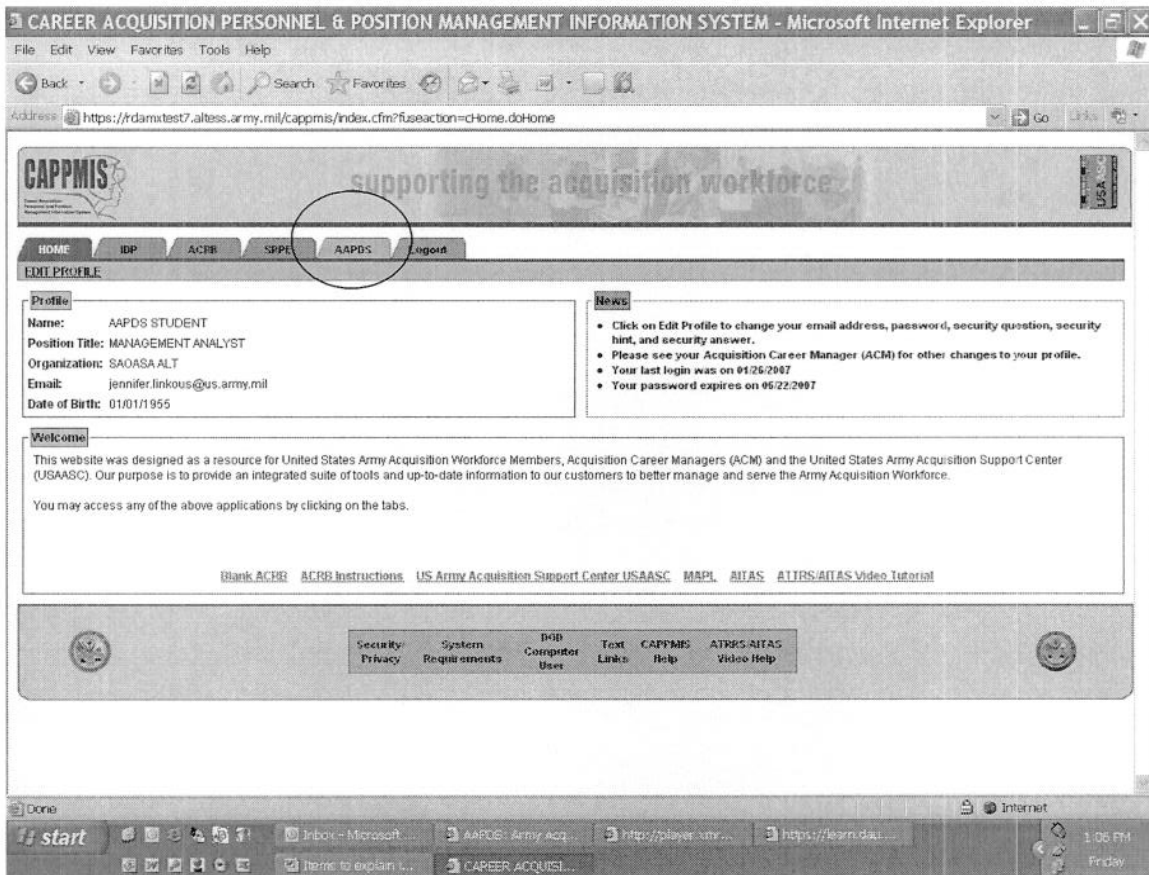
1034 submission process

Steps:

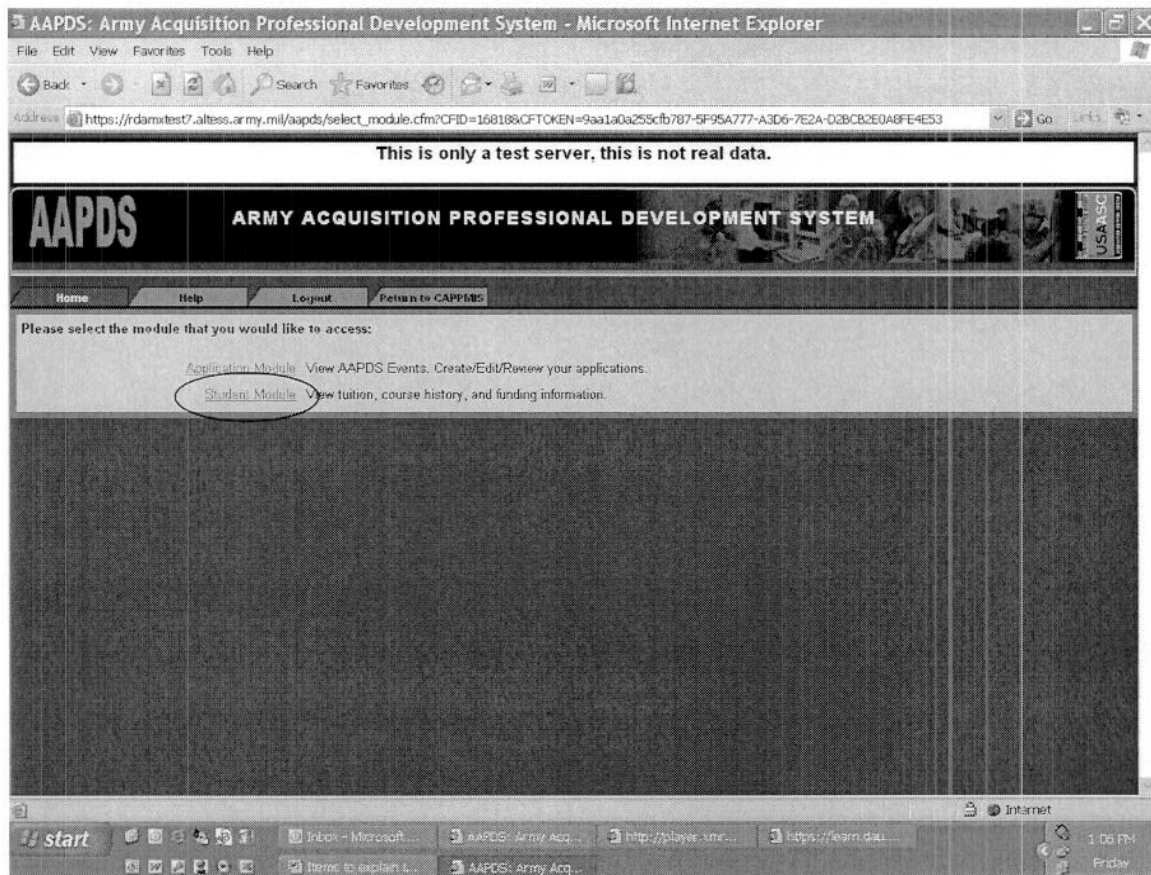
1. Log in to CAPPMIS SITE (<https://rda.altess.army.mil/cappmis/index.cfm>)
2. Click AAPDS (Army Acquisition Professional Development System)
3. Click STUDENT MODULE
4. ATAP Program Info
5. click SF1034 in Planned/Enrolled
6. It opens 1034, show example of how to fill it out
7. Save it
8. Send it to me *ATAP Coordinator*
-1034 and Receipt



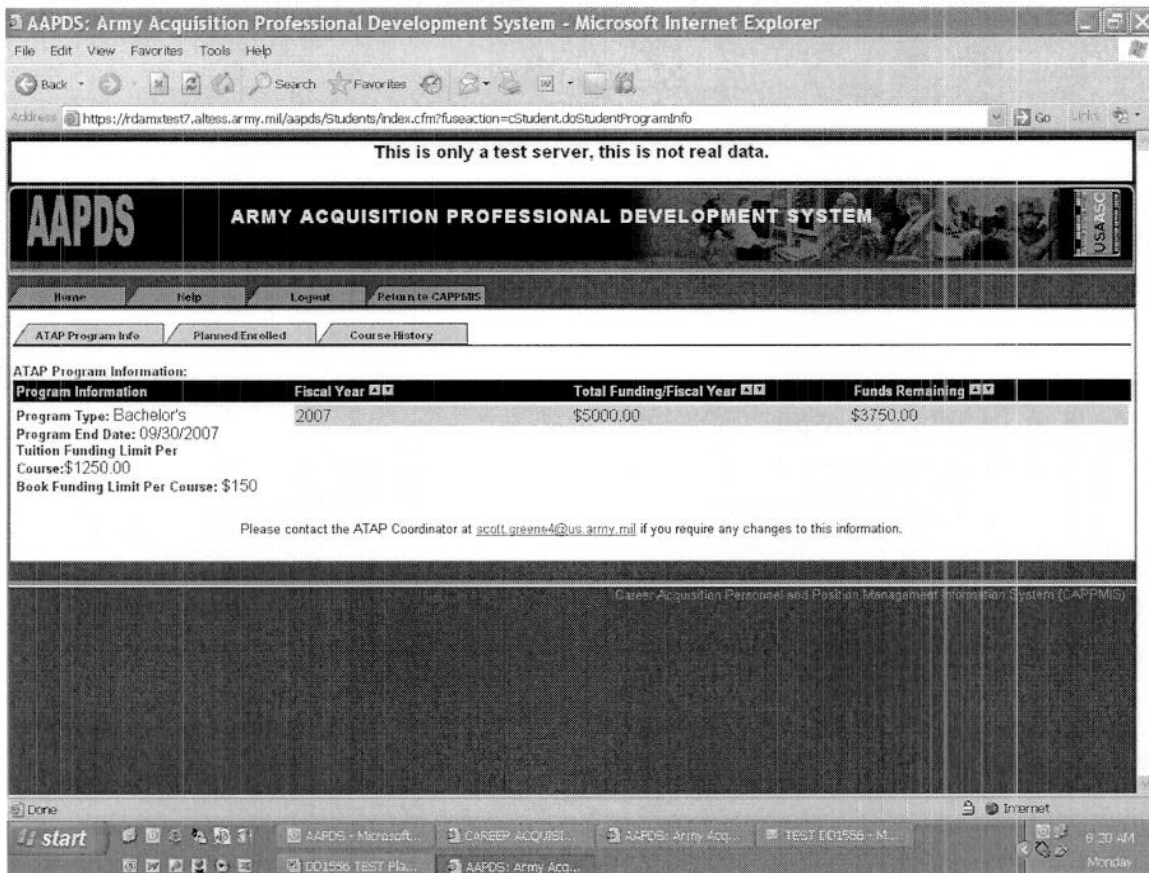
Log into CAPPMIS (now you can use CAC to log in)



Click on AAPDS



Click on Student Module to access your account



On this page you can view your ATAP Program information

- Program Type (AA, BA, MA, or Business Hours)
- Program End Date (according to your ATAP application or ATAP Funding

Update)

- Funding limit per course
- Book reimbursement limit per course
- Individual funding limit per year (based upon what you asked for)
- Funds remaining per FY

AAPDS: Army Acquisition Professional Development System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://rdamtest7.altest.army.mil/aapds/Students/index.cfm?fuseaction=cStudent.doStudentPlannedCourses

This is only a test server, this is not real data.

AAPDS ARMY ACQUISITION PROFESSIONAL DEVELOPMENT SYSTEM

Home **Help** Logout Return to CAPPMIS

ATAP Program Info **Planned/Enrolled** Course History

Your Planned/Enrolled Course Information: [AAPDS Student Instructions](#) For PDF versions of Official DoD forms visit the [DoD Forms Management Program](#).

Course Number	Title	Provider	Status	Start Date	End Date	Create Forms	Forms Completed
** BUS 100	Introduction to Business	STRAYER UNIVERSITY	ENROLLED	03/27/2007	06/20/2007	DD 1556 Submitted SF 1034	DD 1556
**	BUS 107 Fundamentals of E-Business	STRAYER UNIVERSITY	PLANNED	09/26/2005	12/13/2005	DD 1556 SF 1034	
	ECO 100 Principles of Economics	STRAYER UNIVERSITY	PLANNED	04/03/2006	06/19/2006	DD 1556 SF 1034	
	FIN 100 Principles of Finance	STRAYER UNIVERSITY	PLANNED	04/03/2006	06/19/2006	DD 1556 SF 1034	
	BUS 290 Business Ethics	STRAYER UNIVERSITY	PLANNED	09/26/2006	12/20/2006	DD 1556 SF 1034	
	LEG 100 Business Law I	STRAYER UNIVERSITY	PLANNED	09/27/2006	12/20/2006	DD 1556 SF 1034	
	MKT 100 Principles of Marketing	STRAYER UNIVERSITY	PLANNED	01/09/2007	03/27/2007	DD 1556 SF 1034	
	ECO 405 Economic Problems and Issues	STRAYER UNIVERSITY	PLANNED	01/09/2007	03/27/2007	DD 1556 SF 1034	
	MAT 300 Descriptive Statistics	STRAYER	PLANNED	04/04/2007	06/20/2007	DD 1556	

start AAPDS - Microsoft... CAREER ACQUIS... AAPDS: Army Acq... 1034 submission... 6:21 AM Monday

- Click on Planned/Enrolled to view the ATAP courses you are currently in or plan to take
- On this page, click on SF1034 next to the class you need in order to open a SF-1034.
- Our continued example is for BUS 100.
- You should wait to submit a SF-1034 once you have received the completed 1556 back from us. We cannot process your SF-1034 until that point anyway.

